

AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION:	10CEG/510 CES/CEF	NUMBER:	
SUPV LEV CODE:	2	COMP LEV CODE:	22
TARGET GRADE:	13	FLSA:	EXEMPT
JOB SHARE:	NA	CAREER PROG ID:	ENGINEER
SENSITIVITY:	NONCRITICAL-SENSITIVE	BUS:	INELIGIBLE
EMERGENCY ESS:	NA	DRUG TEST:	YES
KEY POSITION:	NA	POSITION HIST:	REPLACE 08193, 9-21-91

CLASSIFICATION:	SUPERVISORY FIRE FIGHTER, GM-0081-13
DUTY TITLE:	FIRE CHIEF

ORG & FUNC CODE:	ECY	CIVIL ENGINEERING
1ST SKILL CODE:	100% ACA	FIRE CHIEF
2ND SKILL CODE:	%	
3RD SKILL CODE:	%	

CLASSIFIED BY: JANICE J. McCREARY

CLASSIFIER SIGNATURE

DATE

SUPERVISOR'S CERTIFICATION:

I certify that this Core Personnel Document is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR: THOMAS M. MITCHELL

SUPERVISOR'S SIGNATURE

DATE

CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

AIR FORCE CORE PERSONNEL DOCUMENT

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: The purpose of this position is to provide the fire protection flight with a full-time Fire Chief responsible for the administration, planning and training activities and directing the day-to-day operations of the assigned fire protection work force, providing immediate charge of the fire protection and fire prevention functions.

The organizational location of this position is: USAF Academy, CO, 10th Air Base Wing, 10th Civil Engineer Group, 510th Civil Engineer Squadron, Fire Protection Flight.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: Serves as Fire Chief, exercises full supervisory and Management responsibilities for aircraft and structural fire fighting, rescue and fire prevention forces. The incumbent is responsible for planning, organizing, administering and evaluating a program involving diverse structures and various fire protection responsibilities. This position is directly responsible to the Fire Marshal for fulfilling fire protection and prevention goals and objectives and carrying out program requirements in close cooperation with functional managers and supervisors. Provides advisory fire protection services to the Air Force Fire Protection Quality Council.

DUTY 1:	25%	XX Critical	Non-Critical
---------	-----	-------------	--------------

Manages the fire fighting, rescue and hazardous materials program

STANDARDS:

- A. Develops new and improved methods for fire fighting, rescue and hazardous materials operations to ensure the most up-to-date methods and procedures are utilized.
- B. Effectively plans the overall fire protection program, develops and keeps current fire prevention directives and regulations as required.
- C. Maintains accurate statistical data on operations, utilization of resources, and fire loss to ensure accurate records are maintained.
- D. Effectively evaluates and establishes requirements for fire fighting equipment. Programs for fire fighter's protective clothing, extinguishing agents, custodial and housekeeping supplies and replacement parts for installed fire protection systems to ensure adequate bench stock levels are maintained.
- E. Coordinates with on base agencies for the support of the fire protection functions, and coordinates with off base local fire departments to ensure mutual aid is available in the event of a major conflagration.
- F. Personally attends actual and potential major fires and aircraft incidents, effectively directing activities at scene of emergency.

KSA: 1, 2, 3, 4, 5, 7

AIR FORCE CORE PERSONNEL DOCUMENT

DUTY 2:

20%

XX Critical

Non-Critical

Formulates policy and procedures for the administration and technical supervision of the Fire Protection Flight.

STANDARDS:

- A. Properly supervise the activities involving personnel assigned to the flight in the management of four fire stations.
- B. Adequately plans work to be accomplished by subordinates, outlines schedules, and set priorities so that work will be properly completed.
- C. Effectively set performance standards and evaluates the performance of subordinates.
- D. Appropriately performs other personnel management functions to include interviewing candidates and making selection for promotion or reassignment for subordinates, as necessary. Effects disciplinary action such as warnings, admonishment, reprimands, and suspensions as needed.
- E. Periodically reviews, approves, and evaluates the fire fighting, rescue and hazardous materials training programs conducted by subordinate supervisors. Observes such training by occasionally attending classroom sessions and demonstrated performance exercises.
- F. Periodically inspects fire fighting equipment, personnel, and stations for acceptable standards.
- G. Reviews reports submitted by the fire prevention branch to ensure their accuracy.
- H. Ensures sound position management and equal employment opportunity practices meet regulatory requirements and affirmative action goals.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 3:

10%

Critical

XX Non-Critical

Manages the fire protection budget and fire equipment program.

STANDARDS:

- A. Plans the budget to ensure necessary equipment and supplies are available or on order to adequately support the mission.
- B. Ensures the budget is submitted by the deadline established by Civil Engineer.
- C. Attends meetings with proper documentation to brief the commander on important facts that affect the operation of the fire department.
- D. Ensures all necessary organizations are notified when a major fire fighting vehicle goes out of service within established timelines.

KSA: 1, 2, 3, 5, 6

DUTY 4: 20% XX Critical Non-Critical

Manages the fire prevention program.

STANDARDS:

- A. Ensures compliance with nationally recognized design requirements for installed fire protection systems to effectively prevent and limit fire damage. Sets the policy and makes changes to existing buildings to ensure adequate fire protection features are upgraded in a timely manner.
- B. Supervises fire investigation procedures to ensure actual and underlying cause of fire is properly reported.
- C. Provides technical guidance in the review of plans and contract specifications to ensure necessary requirements of applicable directives are met.
- D. Conduct fire prevention lectures and training to base personnel to ensure adequate fire prevention methods are employed throughout the Academy.
- E. Provides fire protection to the basic cadet training encampment during BCT and other special operations in Jack's Valley, as necessary.
- F. Periodically conducts inspection and maintains fire fighting equipment at the Farrish Recreational Facility to ensure adequate fire protection is maintained.

KSA: 1, 2, 5

DUTY 5: 10% XX Critical Non-Critical

Performs duties as the Direct Reporting Unit Staff Deputy Fire Protection Manager

STANDARDS:

- A. In a timely manner, performs program reviews and functions as Staff Fire Protection Manager.
- B. As the Direct Reporting Unit Staff Fire Protection Manager, reviews Air Force draft Policy Directives and Instructions concerning fire protection, attends fire protection conferences, responds to Air Force inquiries and completes required reports, and furnishes technician support for installation investigations according to requirements. Conducts studies, such as post attack assessment studies, hardened aircraft shelter protection, computerized audio-visual training devices, etc., as requested by supervisor. Chairs Air Force Committees as assigned.

KSA: 1, 2, 3, 5, 6

DUTY 6: 15% XX Critical Non-Critical

Ensures compliance with all aspects of safety in area of responsibility

STANDARDS:

AIR FORCE CORE PERSONNEL DOCUMENT

- A. Formulates job safety training program for work area and provides timely training to all subordinates.
- B. Reports job mishaps to unit safety officer in accordance with instructions and local policies.
- C. Direct the use of appropriate personal protective equipment by subordinates to reduce risk from injury.
- D. Ensures subordinates are properly trained on use of vehicle seat belts. Takes appropriate actions if violations occur.

KSA: 1, 2, 3, 5, 6

Other significant facts pertaining to this position are:

- A. Prior to being placed into this position, the individual must have the following International Fire Service Accreditation Congress Certifications: Fire Officer IV; Fire Instructor II, Fire Inspector II and HAZMAT Incident Commander.
- B. Area of responsibility consists of 18,325 acres of forested and mountainous terrain, bordered on the west by Pike National Forest. Six hundred fifty-five acres at Farrish Memorial Recreational Area is located approximately 30 miles from the Air Force Academy. The daytime population of the Academy consists of approximately 14,500 civilian, military and military dependents, as well as up to 4,500 cadets. Additionally, one and a half to two million visitors pass through the Academy grounds. The fire danger and potential loss due to natural cover fire with forests in a dry climate and high winds is high to extreme. A major fire in the forest could eliminate the two electrical substations, communications, housing areas and all six outlying buildings in the forest. Structures range from one to six stories in height. Most structures have interconnected tunnels with mechanical systems such as high pressures water lines carrying 400° temperatures, electrical equipment and miscellaneous storage. Maintenance personnel in the underground tunnels add to the responsibility of the fire department where rescue in the event of explosion or shock may occur. Other structures house classrooms where experiments are conducted with chemicals, rocket fuels, a high energy ozone generator, etc., presenting explosion and conflagration hazards. Dormitories house 2,000 or more cadets in each facility. These complex facilities also incorporate warehousing, retail sales, computer rooms, industrial repair shops, hobby shops, a medical facility and below ground mechanical rooms. Three public schools accommodate over 2,000 students ranging from pre-school through high school; the facilities are located near densely forested areas. The child care facility contains up to 205 children per day. There are some warehouse storage activities characterized by high rack storage exceeding sixteen feet without in-rack sprinkler protection. Historical facilities and museums contain many priceless and one of a kind artifacts. There are up to 5,000 occupants in high facilities during daytime hours. The flight training program for cadets involves basic education in soaring, parachuting, and piloting powered and non-powered aircraft. Small aircraft take off and landings exceed 25,000 events per month. An additional responsibility consists of providing fire protection coverage and responding to emergency calls of military and civilian aircraft landing within a 25 mile radius to the north and east as provided by mutual aid agreements with other departments in the area. Two remote runways are located away from normal air traffic pattern of the Academy proper. Flying activities occur from six runways. A major north-south railroad system traverses the length of the installation carrying the standard variety of commercial and industrial cargo including flammable liquids and gases, highly toxic caustics, radioactive materials, Class A explosives, oxidizers and corrosives. Interstate 25 passes directly through the Academy in excess of seven miles. There is movement of approximately 1,500 hazardous materials shipments per day along the Interstate system. The fire department must also respond to accidents involving nuclear materials along this corridor.

AIR FORCE CORE PERSONNEL DOCUMENT

- C. Incumbent is required to perform critical services regardless of weather conditions or base closure and will report to the duty station at the regularly scheduled reporting time.
- D. Must participate in offered Air Force schools, regional training seminars and courses related to this position.
- E. The incumbent is required to meet the fire protection needs of the USAF Academy and may be assigned to any of the fire stations. Incumbent is required to work a 60 hour tour of duty. An uncommon tour of duty may be required.
- F. Incumbent must obtain and maintain a current Colorado State driver's license.
- G. An Associate's Degree in Fire Science is desirable.
- H. Due to the large number of communities bordering the Air Force Academy, the incumbent is required to negotiate mutual aid agreements with eight other agencies, to include: Colorado Springs Fire Department (FD), Black Forest FD, Donald-Wescott FD, Tri-Lakes FD, Woodman Valley FD, Pikes Peak Ranger District, El Paso County Sheriff's Department, and Colorado State Patrol. Incumbent must accurately assess the needs and capabilities of these agencies and update all agreements on a regular basis. Additionally, mutual aid agreements must be maintained with four federal agencies: Peterson AFB, Falcon AFB, Cheyenne Mountain AFB, and Ft Carson.
- I. In accordance with HQ USAF letter dated 1 Nov 1989, subject: Special Coverage of Law Enforcement and Firefighter Positions, the following statement will apply to this position (please see your SF-50 to see which retirement system you are under):

<u>Retirement System</u>	<u>Special Coverage Statement</u>
FERS	Position covered as a secondary position under the Federal Employee's Retirement System (FERS) special retirement provisions (5 U.S.C. 8412 (d)). Authority: Department of Defense Memorandum dated 31 August 1989.
CSRS	Position covered as a secondary position under the Civil Service Retirement System (CSRS) special retirement provisions (5 U.S.C. 8336 (c)). Authority: OPM letter dated 26 Jun 89.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of administering fire protection and fire prevention programs.
2. Extensive knowledge of current fire protection and prevention theories and practices, including hazardous materials.
3. Ability to work calmly in stressful situations.
4. Knowledge of specialized fire fighting techniques.
5. Ability to prepare reports and write clearly and concisely.

AIR FORCE CORE PERSONNEL DOCUMENT

6. Ability to make decisions, sometimes under stress, that influence the effectiveness of the fire protection and prevention programs.
 7. Ability to supervise and direct firefighters.
 8. Ability to coordinate fire protection agreements with local departments.
-

SUPERVISORY CONTROLS: Functions under the supervision of the Fire Marshal who establishes overall objectives. Incumbent functions independently in determining priorities for accomplishing assigned duties. Program is evaluated on basis of results, protection afforded, and evaluative reports received. Incumbent is the specialist in the field and is expected to keep management advised on unresolved problems.

GUIDELINES: Includes Air Force Policy Directives, Instructions, policies and procedures. The incumbent must use independent judgment in developing policy and procedures for the Fire Protection Flight.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED:

Position File Name:

USAF Academy Free-Flow Format: 04-94

Date: